

# **BIGFORK FIRE TRUSTEE MEETING AGENDA**

**March 1, 2017  
5:30pm**

- 1. General Public Comment**
- 2. Review/Approval of meeting minutes February 1, 2017**
- 3. Review/Approval of Purchase Orders**
  - Purchase order for ALS Medical Bags
- 4. Review Reconciliation of Financial Statements and Bills Paid**
- 5. Fire Chief Report**
- 6. Apparatus Committee Report – (K. Oster)**
- 7. Old Business**
  - (1) Bob Downey of Denning & Downey Associates, Ref: Tax Withholding
  - (2) Approve change in overtime to FLSA Firefighter Standard - Action Item
- 8. New Business**
  - (1) Approve hire of D. W. as volunteer - **Action Item**
  - (2) Any Action needed from Apparatus Committee Report
  - (3) Ladder Truck Financing Discussion/**Action**
- 10. General Public Comment**
- 11. Adjourn**

**Next Meeting: April 5, 2017**

# Bigfork Fire District Board of Trustees Meeting

Attendance Sheet for

March 1st 2017

Signature

Last Name

First Name

*[Signature]*

Anderson

Zack

Chairman

*[Signature]*

Kidd

Daniel

Vice-Chairman

*[Signature]*

Sliter

Andrew

Secretary/Treasurer

*[Signature]*

Oster

Kristy

Trustee

*[Signature]*

Dan

Elwell

Trustee

*[Signature]*

Thiry

Mark

Chief

*[Signature]*

chad oster

Guest

*[Signature]*

Morred Cindy

Guest

*[Signature]*

Cox Todd

Guest

*[Signature]*

Jeremy Patton

Guest *And. H.*

*[Signature]*

Tom PAULEY

Guest

*[Signature]*

Beau Brindley

Guest

*[Signature]*

Guest

*[Signature]*

Guest

*[Signature]*

Guest

*[Signature]*

Guest

*[Signature]*

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*[Signature]*

Guest

**Bigfork Fire District Trustee Meeting  
March 1<sup>st</sup>, 2017**

**Trustees: Zack Anderson, Andrew Sliter, Kristy Oster, Dan Elwell  
Guests: Chief Mark Thiry, Cindy Norred, Jeremy Patton, Chad Oster, Josh Cox,  
Robert Denning, Tom Pauley, Beau Brindley**

**Opened at 17:35**

- 1. General Public Comment: NONE**
- 2. Bob Denning of Denning & Downey Associates, Ref Tax Withholding:**  
Denning advised the Board that it is not customary for an agency the size of Bigfork to offer a 457b retirement plan. A discrepancy was discovered in the 457b plan so Mr. Denning suggested to correct the mistake and keep moving forward. Anderson asked if Denning would submit a letter on his company letterhead to the Board stating his recommendation. Denning stated that he would have a letter to the Board by the end of the week.
- 3. Review/Approval of Meeting Minutes for February 1<sup>st</sup>, 2017:**  
Oster would like to amend Item 4—Expense by Vendor, to have the following added to the end of the sentence: “as previously discussed and approved”. Sliter (1<sup>st</sup>), Oster (2<sup>nd</sup>), Sliter, Elwell and Oster in favor, Anderson abstained.
- 4. Review/Approval of Purchase Orders:** Chief Thiry explained to the Board that the Department is in need of three new ALS bags. A purchase order was shown to the Board and an explanation of the cost and need was given by Chief Thiry. The Board was also informed that three bids were obtained and that the PO was for the lowest bid. The Board approved the PO. Sliter (1<sup>st</sup>), Elwell (2<sup>nd</sup>). All in favor, no opposed.
- 5. Review Reconciliation of Financial Statements and Bills Paid.**
  - Profit and Loss/Balance Sheet:
  - Expense by Vendor: Oster had a question about a discrepancy in the statement from the billing company. Cindy Norred explained that the billing company was aware of the discrepancy and has recently switched software programs to try and remedy the problem.
- 6. Fire Chief Report:** See attached Chiefs report.
- 7. Apparatus Committee Report:** The report was deferred to New Business, Item (2).



**8. Old Business:** Approve change in overtime to FLSA Firefighter Standard - Action Item. Chief Thiry explained that the FLSA Standard was already in the Employee Handbook, however the handbook stated that the employee would receive overtime for time worked over 48 hours in one week. Chief Thiry was requesting that the Board approve removing overtime for time worked over 48 hours/week so that the Department could follow the FLSA Standard. The Board approved. Oster (1<sup>st</sup>), Sliter (2<sup>nd</sup>). All in favor, no opposed.

**9. New Business:**

1. **Approve Hire of D.W. as a volunteer:** Chief Thiry recommended the Board hire volunteer Devin Wegener. The Board voted in favor of hiring. Sliter (1<sup>st</sup>), Oster (2<sup>nd</sup>). All in favor, no opposed.
2. **Possible Action from Apparatus Committee:** Chief Thiry showed pictures of the apparatus that Chief Thiry, Jeremy Patton and Joseph Bakker looked at in Dillon, MT to the Board members. He also informed the Board of the truck's capabilities as well as the condition of the apparatus and that the mechanic who had been servicing the apparatus said that the truck was in very good mechanical condition. The pump had also had a part that was recently rebuilt and was in very good mechanical condition as well. Oster recommended that action should be taken soon before the truck was sold to someone else. Anderson then suggested that the apparatus committee start coming up with a plan to sell 3-4 other vehicles that the Department has such as 381, 364, 363, and 361 and replace them with a new or newer pickup truck for plowing and possible sanding. Anderson suggested authorizing Chief Thiry to offer \$39,000 up to \$42,000. Oster made the motion (1<sup>st</sup>), Sliter (2<sup>nd</sup>). All in favor, no opposed.
3. **Ladder Truck Financing—Possible Action Item:** Oster questioned why the extra \$50,000 payment was not made on the ladder truck. Anderson explained that at a previous meeting Chief Thiry recommended not making that payment because the department was applying for a grant and that showing some debt would help the chances of the Department to be awarded the grant. Anderson and Kidd remembered the conversation and that the Board was okay with this decision. Oster then explained that only a \$10,000 payment was made instead of the normal \$50,000 payment. Chief Thiry then explained that \$10,000 was the minimum payment so that is what was made. He said that after the grant is awarded, the payments could resume to the normal amounts. Oster was satisfied with the explanation. Cindy Norred



asked that the Board make a motion to provide funding for the possible purchase of the apparatus in Dillon, MT. She explained that the funding would not necessarily have to come out of the Capital Outlay Apparatus Fund since the full budgeted amount was not paid on the ladder truck. That funding could be used to purchase the apparatus from Dillon, MT. Sliter suggested tabling this discussion and any possible action until the next meeting and having a recommendation made to the Board. The rest of the Board agreed.

**10. General Public Comment: NONE**

Motion to adjourn. Kristy Oster (1<sup>st</sup>) Sliter (2<sup>nd</sup>) all in favor, no opposed.

Meeting adjourned at: 18:56

Minutes Approved:  \_\_\_\_\_, Chairman -Zack Anderson

 \_\_\_\_\_, Recorder-Jeremy Patton

**Bigfork Fire District Trustee Meeting**

**February 1<sup>st</sup> 2017**

**Trustees: Andrew Sliter, Kristy Oster, Dan Elwell**

**Guests: Chief Mark Thiry, Cindy Norred, Jeremy Patton, Chad Oster**

**Opened at 17:34**

**1. General Public Comment: NONE**

**2. Review/Approval of Meeting Minutes of December 15<sup>th</sup> Amended Minutes, 2016:**

Motion to approve with meeting minutes December 15<sup>th</sup> 2016 with the changes in Expense by Vendor, the word argument with the word discussion in two places in the paragraph and #3 New Business changing prayer pledge to community support plaque. Dan Elwell (1<sup>st</sup>) Kristy Oster (2<sup>nd</sup>) all in favor, no opposed.

**Approval of Meeting Minutes of January 4<sup>th</sup> 2017:**

Motion to approve meeting minutes January 4<sup>th</sup> 2017. Kristy Oster (1<sup>st</sup>) Dan Elwell (2<sup>nd</sup>) all in favor, no opposed

**3. Review/Approval of Purchase Orders: NONE**

**4. Review Reconciliation of Financial Statements and Bills Paid.**

- Profit and Loss/Balance Sheet:
- Expense by Vendor: Discussion if Bigfork Fire Hall is on natural gas. Bigfork hall is natural gas, along with Woodsbay hall. Echo Lake Hall is propane. Andrew noted the alternators on 325.

Motion to approve financial statements and bills paid. Kristy Oster (1<sup>st</sup>) Dan Elwell (2<sup>nd</sup>) all in favor, no opposed

**5. Fire Chief Report:** See attached Chiefs report. In addition Chief explained he missed adding Devin Wegener for board approval as a volunteer for the department. Discussion on approving by email and will post before.

**6. Apparatus Committee Report:** There has been no meeting since November. Chief Mark Thiry presented a picture and information on a truck. (See attached). Discussion on taking a look at this truck. Chief will call tomorrow and possibly take a trip down to Dillon. Chief will bring information back to next meeting.

**7. Old Business:**

1. Chief Mark Thiry recommend to Hire Cole Williams for the Full Time Paramedic job. Motion to approve to hire Cole Williams for full time paramedic job. Kristy Oster (1<sup>st</sup>) Dan Elwell (2<sup>nd</sup>) all in favor, no opposed.
2. Chief Mark Thiry recommend to require direct deposit for payroll. Chief asked members and all were in favor of it with exception of one, which stated it takes too



long to get paid. Motion to approve changeover to require direct deposit for payroll. Kristy Oster (1<sup>st</sup>) Dan Elwell (2<sup>nd</sup>) all in favor, no opposed.

#### 8. New Business:

1. Chief would like to withdraw to change the overtime to FLSA Firefighter Standard. Chief has a call into legal counsel and will wait to see what they have to say. Tabled until further information from legal counsel.
2. Discussion on requirements for withholding tax on 457 (b) plan. Cindy discussed at year end noticed that one of payroll item for 457 (b) company that had already been set up previous to her seemed to be set up wrong. Unsure had contacted CPAs, Auditors, and Edward Jones. After not getting anywhere with one CPA. They told her they were unsure. Cindy stated Jon Jordan with Edward Jones recommended Christian Shaeffer with Missions Accounting. \* See attached Emails that explain requirements. Forward email to the Auditor. \* See attached email. Edward Jones email (attached) stating our plan. Between these emails it appears that the employer's contribution is subject to Social Security and Medicare since we are fully vested with no risk of forfeiture. Cindy recommended to correct previous years. Cindy stated that she would help correct, but did want some help in doing so. Cindy stated Christian recommended Trish Eaton with Eagle Eye Bookkeeping Services to come in double check payroll items and possible help correct. Discussion on how far back, Cindy thinks employees started this plan in 2005. Unsure with the employees that are not here anymore, how correcting it would work. Andrew suggested getting ahold of Associates Employers and see what they think. Chief Mark Thiry will advise with legal counsel. Chief and Cindy will bring additional information for next meeting.
3. Department will be updating Glacier Bank User Profile for Cindy Norred and adding Tracey Gembala. This allows Tracey Gembala to access and prepare payroll for county to initiate when Cindy Norred is not available. Zack Anderson will need to sign.
4. Department will be updating Ralph Barton authorized signatures to add Cindy Norred so she can access account information for reconciling and preparing scholarship check each year. Zack Anderson will need to sign.

#### 9. General Public Comment: NONE

Motion to adjourn. Kristy Oster (1<sup>st</sup>) Dan Elwell (2<sup>nd</sup>) all in favor, no opposed.

Meeting adjourned at: 18:25  
**BIGFORK FIRE DEPARTMENT**  
Originated by Cindy Norred

Minutes Approved: \_\_\_\_\_, Chairman Not at Meeting-Andrew Sliter Trustee

**MAR 01 2017**

Approved By \_\_\_\_\_, Recorder-Cindy Norred  
Chief MR Date 2/28/2017  
Trustee ZA Date \_\_\_\_\_



**Bigfork Fire Dept.****PURCHASE ORDER  
GENERAL**

810 Grand Dr.

Bigfork MT, 59911

Phone (406) 837-4590 Fax (406) 837-4690

The following number must appear on all related  
correspondence, shipping papers, and invoices:**P.O. NUMBER: 7614**

TO:

Unifire

ACCOUNT: Misc. Tools + Equip. FUND: 210-7**SHIP TO:**

Bigfork Fire Department

810 Grand Dr.

Bigfork, MT 59911

(406) 837-4590

P.O. DATE	REQUISITIONER	SHIPPED VIA	F.O.B. POINT	TERMS
2/27/2017	Group request		Bigfork, MT	

QTY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL
3		ALS ultra Ems Bag fluid - free (red)	428 <sup>75</sup>	1286 <sup>25</sup>
SUBTOTAL				1286 <sup>25</sup>
SHIPPING & HANDLING				
OTHER				
TOTAL				

Send all correspondence to:

Bigfork Fire Department

810 Grand Dr

Bigfork MT, 59911

Phone (406) 837-4590 Fax (406) 837-4690

**BIGFORK FIRE DEPARTMENT**Originated by Group - Jeremy Patton**MAR 01 2017**

Approved By

Chief MrDate 2/28/2017Trustee ZA

Date

Authorized by Mary ThDate 2/28/2017

Bigfork Fire District  
Balance Sheet  
As of January 31, 2017

	Jan 31, 17
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
101000 · CASH ALL FUNDS	
1010001 · GENERAL FUND	
1010011 · General-Glacier Bank - County	526,085.46
Total 1010001 · GENERAL FUND	526,085.46
1020000 · RESTRICTED CASH	
1020004 · FUND#7254-Apparatus Fund-County	80,281.26
1020003 · Ralph Barton Trust Fund-Flathead	30,922.07
Total 1020000 · RESTRICTED CASH	111,203.33
Total 101000 · CASH ALL FUNDS	637,288.79
Total Checking/Savings	637,288.79
Total Current Assets	637,288.79
<b>TOTAL ASSETS</b>	<b>637,288.79</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
206130 · ACCRUED PAYROLL PAYABLE	
2061302 · Aflac	29.25
2061321 · Payroll - UI	100.12
2061371 · Medical Insurance-Payable	1,298.60
Total 206130 · ACCRUED PAYROLL PAYABLE	1,427.97
Total Other Current Liabilities	1,427.97
Total Current Liabilities	1,427.97
Total Liabilities	1,427.97
Equity	
270000 · OPENING BAL	30,000.00
271000 · Retained Earnings	-1,478,369.95
1 · General fund	107,692.33
2 · Fire Dept Contribution Fund	11,938.14
3 · Ralph Barton Trust Fund	33,848.21
9500 · GFAAG ACCOUNT GROUP	
9501 · Restatement	10,198.99
9500 · GFAAG ACCOUNT GROUP - Other	1,879,303.88
Total 9500 · GFAAG ACCOUNT GROUP	1,889,502.87
Net Income	41,249.22
Total Equity	635,860.82
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>637,288.79</b>

**BIGFORK FIRE DEPARTMENT**

Originated by Cindy Norred

**MAR 01 2017**

Approved By

Chief [Signature] Date 2/28/2017  
Trustee [Signature] Date

BIGFORK FIRE DISTRICT-January 31st 2017-EMS & Fire Billing Receivables-PINTLER BILLING

	DECEMBER 31 AGING BALANCE 2016	CHARGES	PAYMENTS Include Collections Payments	Additional Income for insurance not paying on time??	Collection Payments Back to A/R	ADJUSTMENTS MEDICARE, Write Offs, Etc Refunds	ASSIGNED TO COLLECTIONS	January 31st 2017AGING BALANCE 2016	Difference	
AMBULANCE	\$58,011.45	\$51,690.40	\$24,761.77	\$0.00	\$707.00	\$16,164.95	\$0.00	\$69,482.13	\$16,011.64	\$85,493.77
FIRE	\$2,145.99		\$603.75	\$0.00	\$3.75	\$0.00	\$0.00	\$1,545.99	\$1,400.00	\$2,945.99
TOTAL	\$60,157.44	\$51,690.40	\$25,365.52	\$0.00	\$710.75	\$16,164.95	\$0.00	\$71,028.12	\$17,411.64	\$88,439.76

\* Of the \$2228.85 in the refund field, \$1255.15 is not money that actually was deposited into your account. It was posted in error the previous month and is shown here as a refund adjustment.

BIGFORK FIRE DISTRICT-Ending January 31st 2017-Collection Receivables-CENTRON/PINTLER BILLING

	DECEMBER 31 AGING BALANCE 2016	ASSIGNED TO CENTRON	COLLECTION PAYMENTS	COMMISSIONS ADJUSTMENTS	CLOSED ACCOUNTS	January 31st 2017AGING BALANCE 2016	REFUNDS TO ACCOUNTS THIS MONTH
#004476							
COLLECTION RECEIVABLES	\$73,396.00	\$13,815.16	\$710.75	\$382.70	-\$2,120.29	\$88,238.00	\$2,228.85

\*Per Collection Report

\*Per Collection Report

Total collections:\$191,022.00 placed\*Per Centron Month End Report

	DECEMBER 31 AGING BALANCE 2016	COLLECTION PAYMENTS Received	COMMISSIONS ADJUSTMENTS	CLOSED ACCOUNTS	January 31st 2017AGING BALANCE 2016
#004472					
BIGFORK AMBULANCE COLLECTION RECEIVABLES	\$5,743.00			-\$1,509.00	\$7,252.00

\*Per Collection Report

Total collections:\$4472.00 placed\*Per Centron Month End Report

BIGFORK FIRE DEPARTMENT

Originated by Lindy Norred

MAR 01 2017

Approved By  
Chief MM Date 2/28/17  
Trustee ZH

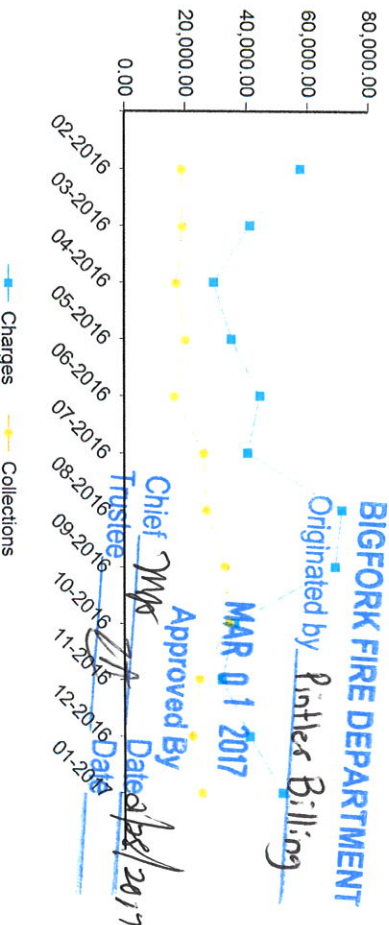
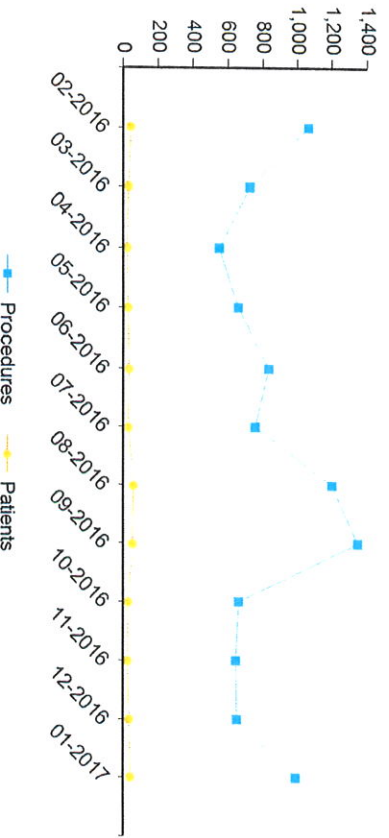


# Enterprise Executive Summary Dashboard by Post Date

Bigfork Fire District

January 2017

Account Period	Volume		Charges			Collection Rates			Accounts Receivable		
	Patients	Procedures	Gross	Adjustments	Net	Payments	*GCR	*NCR	Ending AR	AR Days 3 months	% AR over 120
February 2016	45	1,064	\$57,653	\$16,404	\$41,249	\$18,771	52%	87.5%	\$198,251	0	0.0%
March 2016	32	727	41,166	15,934	25,232	19,032	51%	87.0%	204,451	0	0.0%
April 2016	24	552	29,319	12,718	16,600	17,097	53%	87.0%	203,955	0	0.0%
May 2016	28	660	35,146	15,959	19,187	20,147	54%	89.6%	202,995	0	0.0%
June 2016	35	835	44,416	11,322	33,094	16,473	53%	89.9%	219,617	0	0.0%
July 2016	31	757	40,436	20,724	19,712	25,979	52%	89.9%	213,350	0	0.0%
August 2016	60	1,200	71,339	16,402	54,937	27,003	51%	88.6%	241,284	0	0.0%
September 2016	55	1,348	69,166	26,207	42,959	32,953	52%	88.5%	251,289	0	0.0%
October 2016	30	663	36,041	22,070	13,971	34,329	52%	89.0%	230,932	0	0.0%
November 2016	26	647	31,940	18,588	13,352	24,635	48%	84.1%	219,649	0	74.6%
December 2016	35	652	40,945	9,524	31,421	22,320	47%	82.3%	228,750	0	75.3%
January 2017	42	988	51,690	16,548	35,143	25,366	41%	72.3%	238,527	1	75.5%
12 Months Total	443	10,093	549,257	202,399	346,858	284,104					
12 Months Avg	37	841	45,771	16,867	28,905	23,675	50%	86%	221,088	0	75%
Previous 12 Months Avg	36	791	44,661	16,059	28,602	27,058	57%	92%	183,834	1	0%
Variance	4%	6%	2%	5%	1%	-13%	-6%	-5%	20%	-91%	75%



\* Numbers reflects 6 month average values

Practice Practice Name	Rendering Physician Id	Transaction Category Category Description	01-2017 Adjustments	01-2017 Gross Charges	01-2017 Payments	01-2017 AR Balance
Bigfork Fire District	BF	BADADDRES				300.00
Bigfork Fire District	BF	NOSTATEME				0.00
Bigfork Fire District	BF	Unknown	16,164.95	51,690.40	24,054.77	85,493.77
Bigfork Fire District	BF Total		16,164.95	51,690.40	24,054.77	85,793.77
Bigfork Fire District	FI	Unknown			600.00	2,945.99
Bigfork Fire District Total			16,164.95	51,690.40	24,654.77	88,739.76

**BIGFORK FIRE DEPARTMENT**

Originated by Pintler Billing

**MAR 01 2017**

Approved By Chief MPT Date 2/28/2017  
 Trustee EA Date 2/28/2017

Practice Practice Name	Rendering Physician Id	Transaction Category Category Description	01-2017 Adjustments	01-2017 Gross Charges	01-2017 Payments	01-2017 AR Balance
Bigfork Fire District	BF	BADADDRES				300.00
Bigfork Fire District	BF	COLLECT	381.45		707.00	142,967.67
Bigfork Fire District	BF	NOSTATEME				0.00
Bigfork Fire District	BF	Unknown	16,164.95	51,690.40	24,054.77	85,493.77
Bigfork Fire District	BF Total		16,546.40	51,690.40	24,761.77	228,761.44
Bigfork Fire District	FI	COLLECT	1.25		3.75	8,185.00
Bigfork Fire District	FI	Unknown			600.00	2,945.99
Bigfork Fire District	FI Total		1.25		603.75	11,130.99
Bigfork Fire District Total			16,547.65	51,690.40	25,365.52	239,892.43

**BIGFORK FIRE DEPARTMENT**  
 Originated by Pintler Billing

**MAR 01 2017**

Approved By MA Date 2/28/2017  
 Chief MA Date 2/28/2017  
 Trustee MA Date 2/28/2017



Date : 01/27/17  
Req by HARLY1

Credit Systems  
2525 Colonial Drive  
HELENA, MT 59624  
(800) 223-8112

**BIGFORK FIRE DEPARTMENT**  
Originated by Centron

Page : 1

BIGFORK FIRE DISTRICT  
C/O PINTLER BILLING SRVC  
PO BOX 2458  
EUREKA

MT 59917

**MAR 01 2017**

Approved By WJR Client # : 004476  
Chief WJR Date 2/28/2017  
Trustee WJR Date 2/28/2017

REF-7

PLACEMENT HISTORY

Month	---Placed--- No.	Amount	Payments This Month	To-Date Payments	PIF No.	---Withdrawn--- No.	Amount	---Closed--- No.	Amount	Recovery %	---Active--- No.	Amount
2012	17	24223	0	4913	3	0	0	11	15390	20.3	3	3919
2013	25	32155	50	3304	3	0	0	13	17477	10.3	9	11371
2014	24	33055	0	3073	3	0	0	13	16678	9.3	8	13300
Jan 15	3	2982	0	0	0	0	0	2	1757		1	1224
Feb 15	6	6828	0	0	0	0	0	5	5590		1	1238
Mar 15	1	3030	0	0	0	0	0	1	3030		0	0
Apr 15	2	1609	0	0	0	0	0	1	266		1	1343
Jun 15	5	5698	273	3243	2	0	0	2	2423	56.9	1	31
Aug 15	5	8179	0	1350	1	0	0	2	2548	16.5	2	4280
Sep 15	2	1626	0	237	0	0	0	0	0	14.6	2	1389
Oct 15	4	3065	0	300	1	0	0	3	2764	9.8	0	0
Nov 15	3	3733	0	0	0	0	0	1	1271		2	2462
2015	31	36750	273	5130	4	0	0	17	19649	14.0	10	11967
Jan 16	11	15926	0	1765	1	0	0	5	7311	11.1	5	6848
Feb 16	1	1471	0	0	0	0	0	1	1471		0	0
Mar 16	4	4975	0	0	0	0	0	2	2208		2	2766
Apr 16	5	6580	0	961	1	0	0	0	0	14.6	4	5618
May 16	6	5940	0	657	1	0	0	2	650	11.1	3	4632
Jul 16	6	7844	0	0	0	0	0	1	1205		5	6639
Aug 16	3	4892	600	600	1	0	0	0	0	12.3	2	4292
Oct 16	2	2057	0	0	0	0	0	1	325		1	1732
Nov 16	2	1840	0	0	0	0	0	0	0		2	1840
Dec 16	2	2894	0	0	0	0	0	0	0		2	2894
2016	42	54419	600	3983	4	0	0	12	13170	7.3	26	37261
Jan 17	10	10420	0	0	0	0	0	0	0		10	10420
2017	10	10420	0	0	0	0	0	0	0		10	10420
	149	191022	923	20403	17	0	0	66	82364	10.7	66	88238

Date : 01/27/17  
Req by HARLYI

Credit Systems  
2525 Colonial Drive  
HELENA, MT 59624  
(800) 223-8112

Page : 1

BIG FORK FIRE DISTRICT  
810 GRAND DRIVE  
BIG FORK

MT 59911

Client # : 004472

REF-7

PLACEMENT HISTORY

Month	---Placed--- No.	Amount	Payments This Month	To-Date Payments	PIF No.	---Withdrawn--- No.	Amount	-----Closed----- No.	Amount	Recovery %	---Active--- No.	Amount
2012	33	44701	0	8207	6	0	0	22	29241	18.4	5	7252
	33	44701	0	8207	6	0	0	22	29241	18.4	5	7252

BIGFORK FIRE DEPARTMENT

Originated by Centron

MAR 01 2017

Approved By MA Date 2/28/2017  
Trustee MA Date 2/28/2017

Bigfork Fire District

Refinance 342 Ladder Truck---2393-01

Total Loan Commitment: \$602,144.99

Final Payment: 02/15/2022

# of payments: 20 Date of this Draw: 01/27/2012 Date of Agreement: 01/27/2012



Payment Due	Interest Rate	#Days Due	Interest Payment	Principal Payment	Ex princ pd	Loan Balance	Total Amount of Payment	Year
BEGINNING BALANCE*						\$602,144.99		
2/15/2012	1.95%	19	\$611.22			\$602,144.99		
8/15/2012	1.25%	182	\$3,742.84	\$99,257.16		\$502,887.83	\$103,611.22	
2/15/2013	1.25%	184	\$3,160.22	\$44,728.56		\$458,159.27	\$47,888.78	
8/15/2013	1.00%	181	\$2,271.97	\$47,728.03		\$410,431.24	\$50,000.00	
2/15/2014	1.00%	184	\$2,069.02	\$47,930.98		\$362,500.26	\$50,000.00	
8/15/2014	1.00%	181	\$1,797.60	\$48,202.40		\$314,297.86	\$50,000.00	
2/15/2015	1.00%	184	\$1,584.41	\$48,415.59		\$265,882.27	\$50,000.01	June 30th 2015-Balance
8/15/2015	1.25%	181	\$1,648.11	\$17,603.68	\$30,748.21	\$217,530.38	\$50,000.00	FY16
2/15/2016	1.25%	184	\$1,370.74	\$17,730.22	\$30,899.04	\$168,901.12	\$50,000.00	FY16
8/15/2016	1.55%	182	\$1,301.83	\$13,109.94	\$35,588.23	\$120,202.84	\$50,000.00	FY17-8/1/2016-Paid- .11 Adjust
2/15/2017	1.55%	184	\$936.66	\$10,160.70		\$110,042.14	\$11,097.36	FY17-Payment 2/1/2017
8/15/2017	0.00%							
2/15/2018	0.00%							

BIGFORK FIRE DEPARTMENT

Originated by Lindy Norred

MAR n 1 2017

Approved By Mr Date 2/28/17  
 Chief Mr Date 2/28/17  
 Trustee Mr Date 2/28/17



109133000  
109133006 9999DT8Z2

BOARD OF INVESTMENTS  
ANNUAL AJUSTABLE RATE TENDER OPTION  
MUNICIPAL FINANCE CONSOLIDATION ACT BONDS  
(INTERCAP REVOLVING PROGRAM) SER 2007

MUNICIPALITY: BIGFORK FIRE DIST  
TOTAL LOAN COMMITMENT: \$ 602,144.99  
TOTAL DRAWS TO DATE: \$ -  
THIS DRAW DOWN: \$ 602,144.99  
REMAINING LOAN COMMITMENT: \$ -  
PROJECT: REFINANCE LADDER TRUCK

FINAL PAYMENT: 2/15/2022  
# OF PAYMENTS: 20  
LOAN/DRAW NUMBER: 2393-01  
DATE OF THIS DRAW 1/27/2012  
DATE OF AGREEMENT: 1/27/2012

PAYMENT DUE	INTEREST RATE	# DAYS DUE	INTEREST PAYMENT	PRINCIPAL PAYMENT		O/S LOAN BALANCE	TOTAL AMOUNT OF PAYMENT
* BEGINNING BALANCE *						602,144.99	
2/15/2012	1.950%	19	611.22	-		602,144.99	No payment due
8/15/2012	1.250%	182	3,742.84	99,257.16	ex princ pd	502,887.83	\$103,611.22
2/15/2013	1.250%	184	3,160.22	44,728.56	ex princ pd	458,159.27	\$47,888.78
8/15/2013	1.000%	181	2,271.97	47,728.03	ex princ pd	410,431.24	\$50,000.00
2/15/2014	1.000%	184	2,069.02	47,930.98	ex princ pd	362,500.26	\$50,000.00
8/15/2014	1.000%	181	1,797.60	48,202.40	ex princ pd	314,297.86	\$50,000.01
2/15/2015	1.000%	184	1,584.41	48,415.59	ex princ pd	265,882.27	\$50,000.00
8/15/2015	1.250%	181	1,648.11	48,351.89	ex princ pd	217,530.38	\$50,000.00
2/15/2016	1.250%	184	1,370.74	48,629.26	ex princ pd	168,901.12	\$50,000.00
8/15/2016	1.550%	182	1,301.83	48,698.28	ex princ pd	120,202.84	\$50,000.11
2/15/2017	1.550%	184	936.66	10,160.70		*110,042.14*	*\$11,097.36*
8/15/2017	0.000%	181	0.00	10,278.22		99,763.92	Feb 2017 Payment \$0.00
2/15/2018	0.000%	184	0.00	10,357.73		89,406.19	\$0.00
8/15/2018	0.000%	181	0.00	10,477.77		78,928.42	\$0.00
2/15/2019	0.000%	184	0.00	10,562.55		68,365.87	\$0.00
8/15/2019	0.000%	181	0.00	10,681.23		57,684.64	\$0.00
2/15/2020	0.000%	184	0.00	10,771.38		46,913.26	\$0.00
8/15/2020	0.000%	182	0.00	10,886.76		36,026.50	\$0.00
2/15/2021	0.000%	184	0.00	10,985.90		25,040.60	\$0.00
8/15/2021	0.000%	181	0.00	11,100.18		13,940.43	\$0.00
2/15/2022	0.000%	184	0.00	13,940.43		0.00	\$0.00

**BIGFORK FIRE DEPARTMENT**

Originated by US Bank Trust

**MAR 01 2017**

Approved By  
Chief mya Date 2/22/2017  
Trustee 2A Date \_\_\_\_\_

BIGFORK FIRE DISTRICT  
810 GRAND DRIVE  
BIGFORK, MT 59911

PLEASE REMIT TO:  
US BANK TRUST SPA LOCKBOX CM9695  
1200 ENERGY PARK DRIVE  
ST PAUL, MN 55108

**Bigfork Fire District**  
**Profit & Loss Budget vs. Actual**  
July 2016 through January 2017

	<u>Jul '16 - Ja...</u>	<u>Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>31 · TAXES/ASSESSMENTS</b>			
310005 · EMS Levy Lake County	0.00	2,500.00	0.0%
310001 · Flathead County Taxes	183,642.01	305,325.00	60.1%
310002 · Lake County Taxes	66,573.03	92,090.00	72.3%
310004 · EMS Levy Flathead County	14,210.00	27,500.00	51.7%
<b>Total 31 · TAXES/ASSESSMENTS</b>	264,425.04	427,415.00	61.9%
<b>33 · INTERGOVERNMENTAL</b>			
335230 · Entitlement	18,023.72	36,299.00	49.7%
335050 · State Ins. Yearly Refund	0.00	300.00	0.0%
337000 · Income - Local Grants	2,515.36	0.00	100.0%
<b>Total 33 · INTERGOVERNMENTAL</b>	20,539.08	36,599.00	56.1%
<b>34 · CHARGES FOR SERVICES</b>			
342055 · EMS Billing Income	180,799.24	265,000.00	68.2%
342054 · EMS Class Income	2,650.00	0.00	100.0%
<b>342020 · FIRE PROTECTION</b>			
342021 · Fire District Billing	1,357.50	5,000.00	27.2%
<b>Total 342020 · FIRE PROTECTION</b>	1,357.50	5,000.00	27.2%
<b>Total 34 · CHARGES FOR SERVICES</b>	184,806.74	270,000.00	68.4%
<b>36 · MISCELLANEOUS</b>			
365015 · District Donations	10,555.66	10,000.00	105.6%
365010 · Reflective Sign Orders	90.00	0.00	100.0%
362015 · Refunds	157.71	0.00	100.0%
362000 · Tshirt & Hat Sales	4,370.00	0.00	100.0%
<b>Total 36 · MISCELLANEOUS</b>	15,348.55	10,000.00	153.5%
<b>37 · INVESTMENT &amp; ROYALTY EARNINGS</b>			
371003 · Interest Income	2,115.82	3,500.00	60.5%
371007 · Interest Income - Trust	46.99	0.00	100.0%
<b>Total 37 · INVESTMENT &amp; ROYALTY EARNINGS</b>	2,162.81	3,500.00	61.8%
<b>Total Income</b>	487,282.22	747,514.00	65.2%
<b>Gross Profit</b>	487,282.22	747,514.00	65.2%
<b>Expense</b>			
<b>420000 · PUBLIC SAFETY</b>			
<b>420700 · EMERGENCY SERVICES</b>			
<b>420710 · ADMINISTRATION</b>			
<b>300-2 · PURCHASED SERVICES</b>			
390-3 · Mutual Aid Ambulance Service	150.00	600.00	25.0%
390-2 · Billing Service Refunds	2,253.87	5,000.00	45.1%
390-1 · Billing Service Fees	15,386.73	23,000.00	66.9%
360-2 · Ambulance Equipment Maintenance	6,208.71	25,000.00	24.8%
<b>Total 300-2 · PURCHASED SERVICES</b>	23,999.31	53,600.00	44.8%
<b>200-2 · SUPPLIES</b>			
220-2 · Medical Supplies	4,839.77	18,000.00	26.9%

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Cash Basis

**Bigfork Fire District**  
**Profit & Loss Budget vs. Actual**  
July 2016 through January 2017

	Jul '16 - Ja...	Budget	% of Budget
226-2 · EMS Personnel Supplies PPE	2,845.02	4,000.00	71.1%
Total 200-2 · SUPPLIES	7,684.79	22,000.00	34.9%
Total 420710 · ADMINISTRATION	31,684.10	75,600.00	41.9%
Total 420700 · EMERGENCY SERVICES	31,684.10	75,600.00	41.9%
420400 · FIRE PROTECTION & CONTROL			
420410 · ADMINISTRATION			
100 · PERSONNEL SERVICES			
110-1 · Salary & Wage Expenses	208,886.61	351,800.00	59.4%
130-4 · Retirement - Employer	3,106.64	14,200.00	21.9%
140-1 · Medical Insurance-Employer	34,687.87	60,000.00	57.8%
140-2 · Unemployment expense	558.41	2,000.00	27.9%
140-3 · Workmans Comp-State Fund	14,597.12	42,000.00	34.8%
140-4 · Comp FICA-MED & SS	15,019.87	27,000.00	55.6%
Total 100 · PERSONNEL SERVICES	276,856.52	497,000.00	55.7%
200-1 · SUPPLIES			
210-7 · Misc. Small Tools and Equipment	0.00	6,000.00	0.0%
224-1 · Rehabilitation Expense	0.00	1,000.00	0.0%
220-1 · Operating Station Supplies	4,957.30	8,000.00	62.0%
210-1 · Office Expenses	3,836.46	18,000.00	21.3%
216-1 · Donations/Gifts	0.00	100.00	0.0%
223-1 · Membership Expenses	2,851.96	5,000.00	57.0%
226-1 · FIRE Personnel Supplies PPE	2,575.49	10,000.00	25.8%
231-1 · Fuel for Apparatus	6,325.41	19,000.00	33.3%
Total 200-1 · SUPPLIES	20,546.62	67,100.00	30.6%
300-1 · PURCHASED SERVICES			
340-2 · Propane	157.28	3,500.00	4.5%
331-1 · Real Estate/Landfill Taxes	264.01	300.00	88.0%
360-1 · Fire Equipment Maintenance	41,846.63	32,000.00	130.8%
310-1 · Radio Services	39.78	6,000.00	0.7%
335-1 · Merchant Bank Fees	804.61	1,500.00	53.6%
340-1 · Utilities	7,138.88	13,000.00	54.9%
345-1 · Telephone & DSL	2,846.34	6,000.00	47.4%
351-1 · Health & Wellness	655.00	6,000.00	10.9%
353-1 · Accounting & Auditing	670.00	22,000.00	3.0%
357-1 · Background Checks	632.38	1,000.00	63.2%
Total 300-1 · PURCHASED SERVICES	55,054.91	91,300.00	60.3%
500 · FIXED CHARGES			
513-1 · General Liability Insurance	0.00	22,500.00	0.0%
Total 500 · FIXED CHARGES	0.00	22,500.00	0.0%
900-1 · CAPITAL OUTLAY			
940-3 · CIP-Apparatus Fund #7254	50,000.00	50,000.00	100.0%
920-2 · Building Improvements	94.25	33,000.00	0.3%
940-1 · Machinery & Equipment	3,864.55	12,000.00	32.2%
Total 900-1 · CAPITAL OUTLAY	53,958.80	95,000.00	56.8%



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**Bigfork Fire District**  
**Profit & Loss Budget vs. Actual**  
July 2016 through January 2017

	Jul '16 - Ja...	Budget	% of Budget
Total 420410 · ADMINISTRATION	406,416.85	772,900.00	52.6%
Total 420400 · FIRE PROTECTION & CONTROL	406,416.85	772,900.00	52.6%
420430 · PERSONNEL TRAINING			
380-1 · Training	2,583.76	7,000.00	36.9%
Total 420430 · PERSONNEL TRAINING	2,583.76	7,000.00	36.9%
420440 · FIRE PREVENTION			
210-5 · Fire Prevention Supplies	1,127.00	3,500.00	32.2%
Total 420440 · FIRE PREVENTION	1,127.00	3,500.00	32.2%
420460 · FIRE SUPPRESSION			
100-1 · Volunteer Stipend			
105-1 · Pay Per Call/On Call Stipend	4,221.29	10,000.00	42.2%
Total 100-1 · Volunteer Stipend	4,221.29	10,000.00	42.2%
205-1 · Recruiting	0.00	1,500.00	0.0%
Total 420460 · FIRE SUPPRESSION	4,221.29	11,500.00	36.7%
Total 420000 · PUBLIC SAFETY	446,033.00	870,500.00	51.2%
420490 · DEBT SERVICE			
600 · DEBT SERVICE			
620-2 · Interest of LTD-342 Loan	1,301.83	2,515.81	51.7%
610-2 · Principal of LTD-342 Loan	48,698.17	97,484.19	50.0%
Total 600 · DEBT SERVICE	50,000.00	100,000.00	50.0%
Total 420490 · DEBT SERVICE	50,000.00	100,000.00	50.0%
Total Expense	496,033.00	970,500.00	51.1%
Net Ordinary Income	-8,750.78	-222,986.00	3.9%
Other Income/Expense			
Other Income			
38 · OTHER FINANCING SOURCES	50,000.00	0.00	100.0%
Total Other Income	50,000.00	0.00	100.0%
Net Other Income	50,000.00	0.00	100.0%
Net Income	<u>41,249.22</u>	<u>-222,986.00</u>	<u>-18.5%</u>

**BIGFORK FIRE DEPARTMENT**

Originated by Cindy Norred

**MAR 01 2017**

Approved By  
Chief MJR Date 2/28/2017  
Trustee ZA Date \_\_\_\_\_

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Cash Basis

Bigfork Fire District  
**Balance Sheet**  
As of February 28, 2017 \*Not Reconciled\*

	Feb 28, 17
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
101000 · CASH ALL FUNDS	
1010001 · GENERAL FUND	
1010011 · General-Glacier Bank - County	490,194.95
Total 1010001 · GENERAL FUND	490,194.95
1020000 · RESTRICTED CASH	
1020004 · FUND#7254-Apparatus Fund-County	80,281.26
1020003 · Ralph Barton Trust Fund-Flathead	30,945.45
Total 1020000 · RESTRICTED CASH	111,226.71
Total 101000 · CASH ALL FUNDS	601,421.66
Total Checking/Savings	601,421.66
Total Current Assets	601,421.66
<b>TOTAL ASSETS</b>	<b>601,421.66</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
206130 · ACCRUED PAYROLL PAYABLE	
2061321 · Payroll - UI	209.30
Total 206130 · ACCRUED PAYROLL PAYABLE	209.30
Total Other Current Liabilities	209.30
Total Current Liabilities	209.30
Total Liabilities	209.30
Equity	
270000 · OPENING BAL	30,000.00
271000 · Retained Earnings	-1,478,369.95
1 · General fund	107,692.33
2 · Fire Dept Contribution Fund	11,938.14
3 · Ralph Barton Trust Fund	33,848.21
9500 · GFAAG ACCOUNT GROUP	
9501 · Restatement	10,198.99
9500 · GFAAG ACCOUNT GROUP - Other	1,879,303.88
Total 9500 · GFAAG ACCOUNT GROUP	1,889,502.87
Net Income	6,600.76
Total Equity	601,212.36
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>601,421.66</b>

**BIGFORK FIRE DEPARTMENT**

Originated by Cindy Norred

**MAR 01 2017**

Approved By

Chief mp2 Date 2/28/17  
Trustee ZA Date 2/28/17

**Bigfork Fire District**  
**Profit & Loss Budget vs. Actual**  
July 2016 through February 2017 *\* Not Reconciled \**

	<u>Jul '16 - Fe...</u>	<u>Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>			
Income			
31 · TAXES/ASSESSMENTS			
310005 · EMS Levy Lake County	0.00	2,500.00	0.0%
310001 · Flathead County Taxes	183,642.01	305,325.00	60.1%
310002 · Lake County Taxes	66,573.03	92,090.00	72.3%
310004 · EMS Levy Flathead County	14,210.00	27,500.00	51.7%
Total 31 · TAXES/ASSESSMENTS	264,425.04	427,415.00	61.9%
33 · INTERGOVERNMENTAL			
335230 · Entitlement	18,023.72	36,299.00	49.7%
335050 · State Ins. Yearly Refund	0.00	300.00	0.0%
337000 · Income - Local Grants	2,515.36	0.00	100.0%
Total 33 · INTERGOVERNMENTAL	20,539.08	36,599.00	56.1%
34 · CHARGES FOR SERVICES			
342055 · EMS Billing Income	207,455.31	265,000.00	78.3%
342054 · EMS Class Income	2,650.00	0.00	100.0%
342020 · FIRE PROTECTION			
342021 · Fire District Billing	1,357.50	5,000.00	27.2%
Total 342020 · FIRE PROTECTION	1,357.50	5,000.00	27.2%
Total 34 · CHARGES FOR SERVICES	211,462.81	270,000.00	78.3%
36 · MISCELLANEOUS			
365015 · District Donations	11,205.66	10,000.00	112.1%
365010 · Reflective Sign Orders	90.00	0.00	100.0%
362015 · Refunds	282.71	0.00	100.0%
362000 · Tshirt & Hat Sales	4,390.00	0.00	100.0%
Total 36 · MISCELLANEOUS	16,143.55	10,000.00	161.4%
37 · INVESTMENT & ROYALTY EARNINGS			
371003 · Interest Income	2,115.82	3,500.00	60.5%
371007 · Interest Income - Trust	70.37	0.00	100.0%
Total 37 · INVESTMENT & ROYALTY EARNINGS	2,186.19	3,500.00	62.5%
Total Income	514,756.67	747,514.00	68.9%
Gross Profit	514,756.67	747,514.00	68.9%
Expense			
420000 · PUBLIC SAFETY			
420700 · EMERGENCY SERVICES			
420710 · ADMINISTRATION			
300-2 · PURCHASED SERVICES			
390-3 · Mutual Aid Ambulance Service	150.00	600.00	25.0%
390-2 · Billing Service Refunds	2,253.87	5,000.00	45.1%
390-1 · Billing Service Fees	17,317.66	23,000.00	75.3%
360-2 · Ambulance Equipment Maintenance	6,287.80	25,000.00	25.2%
Total 300-2 · PURCHASED SERVICES	26,009.33	53,600.00	48.5%
200-2 · SUPPLIES			
220-2 · Medical Supplies	5,836.43	18,000.00	32.4%



**Bigfork Fire District**  
**Profit & Loss Budget vs. Actual**  
July 2016 through February 2017 *\* Not Reconciled \**

	Jul '16 - Fe...	Budget	% of Budget
226-2 · EMS Personnel Supplies PPE	2,845.02	4,000.00	71.1%
Total 200-2 · SUPPLIES	8,681.45	22,000.00	39.5%
Total 420710 · ADMINISTRATION	34,690.78	75,600.00	45.9%
Total 420700 · EMERGENCY SERVICES	34,690.78	75,600.00	45.9%
420400 · FIRE PROTECTION & CONTROL			
420410 · ADMINISTRATION			
100 · PERSONNEL SERVICES			
110-1 · Salary & Wage Expenses	240,207.29	351,800.00	68.3%
130-4 · Retirement - Employer	3,653.94	14,200.00	25.7%
140-1 · Medical Insurance-Employer	41,814.77	60,000.00	69.7%
140-2 · Unemployment expense	639.79	2,000.00	32.0%
140-3 · Workmans Comp-State Fund	14,597.12	42,000.00	34.8%
140-4 · Comp FICA-MED & SS	17,332.54	27,000.00	64.2%
Total 100 · PERSONNEL SERVICES	318,245.45	497,000.00	64.0%
200-1 · SUPPLIES			
210-7 · Misc. Small Tools and Equipment	0.00	6,000.00	0.0%
224-1 · Rehabilitation Expense	0.00	1,000.00	0.0%
220-1 · Operating Station Supplies	5,500.51	8,000.00	68.8%
210-1 · Office Expenses	4,086.26	18,000.00	22.7%
216-1 · Donations/Gifts	0.00	100.00	0.0%
223-1 · Membership Expenses	2,851.96	5,000.00	57.0%
226-1 · FIRE Personnel Supplies PPE	2,793.84	10,000.00	27.9%
231-1 · Fuel for Apparatus	7,352.14	19,000.00	38.7%
Total 200-1 · SUPPLIES	22,584.71	67,100.00	33.7%
300-1 · PURCHASED SERVICES			
340-2 · Propane	716.22	3,500.00	20.5%
331-1 · Real Estate/Landfill Taxes	264.01	300.00	88.0%
360-1 · Fire Equipment Maintenance	41,881.45	32,000.00	130.9%
310-1 · Radio Services	321.78	6,000.00	5.4%
335-1 · Merchant Bank Fees	914.78	1,500.00	61.0%
340-1 · Utilities	8,468.90	13,000.00	65.1%
345-1 · Telephone & DSL	3,141.36	6,000.00	52.4%
351-1 · Health & Wellness	1,166.00	6,000.00	19.4%
353-1 · Accounting & Auditing	738.75	22,000.00	3.4%
357-1 · Background Checks	798.62	1,000.00	79.9%
Total 300-1 · PURCHASED SERVICES	58,411.87	91,300.00	64.0%
500 · FIXED CHARGES			
513-1 · General Liability Insurance	0.00	22,500.00	0.0%
Total 500 · FIXED CHARGES	0.00	22,500.00	0.0%
900-1 · CAPITAL OUTLAY			
940-3 · CIP-Apparatus Fund #7254	50,000.00	50,000.00	100.0%
920-2 · Building Improvements	94.25	33,000.00	0.3%
940-1 · Machinery & Equipment	3,864.55	12,000.00	32.2%
Total 900-1 · CAPITAL OUTLAY	53,958.80	95,000.00	56.8%

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Cash Basis

**Bigfork Fire District**  
**Profit & Loss Budget vs. Actual**  
July 2016 through February 2017 \* Not Reconciled \*

	Jul '16 - Fe...	Budget	% of Budget
Total 420410 · ADMINISTRATION	453,200.83	772,900.00	58.6%
Total 420400 · FIRE PROTECTION & CONTROL	453,200.83	772,900.00	58.6%
420430 · PERSONNEL TRAINING			
380-1 · Training	3,323.95	7,000.00	47.5%
Total 420430 · PERSONNEL TRAINING	3,323.95	7,000.00	47.5%
420440 · FIRE PREVENTION			
210-5 · Fire Prevention Supplies	1,127.00	3,500.00	32.2%
Total 420440 · FIRE PREVENTION	1,127.00	3,500.00	32.2%
420460 · FIRE SUPPRESSION			
100-1 · Volunteer Stipend			
105-1 · Pay Per Call/On Call Stipend	4,715.99	10,000.00	47.2%
Total 100-1 · Volunteer Stipend	4,715.99	10,000.00	47.2%
205-1 · Recruiting	0.00	1,500.00	0.0%
Total 420460 · FIRE SUPPRESSION	4,715.99	11,500.00	41.0%
Total 420000 · PUBLIC SAFETY	497,058.55	870,500.00	57.1%
420490 · DEBT SERVICE			
600 · DEBT SERVICE			
620-2 · Interest of LTD-342 Loan	2,238.49	2,515.81	89.0%
610-2 · Principal of LTD-342 Loan	58,858.87	97,484.19	60.4%
Total 600 · DEBT SERVICE	61,097.36	100,000.00	61.1%
Total 420490 · DEBT SERVICE	61,097.36	100,000.00	61.1%
Total Expense	558,155.91	970,500.00	57.5%
Net Ordinary Income	-43,399.24	-222,986.00	19.5%
Other Income/Expense			
Other Income			
38 · OTHER FINANCING SOURCES	50,000.00	0.00	100.0%
Total Other Income	50,000.00	0.00	100.0%
Net Other Income	50,000.00	0.00	100.0%
Net Income	6,600.76	-222,986.00	-3.0%

**BIGFORK FIRE DEPARTMENT**

Originated by Cindy Norred

**MAR 01 2017**

Approved By \_\_\_\_\_  
Chief Mr. [Signature] Date 2/28/17  
Trustee SA Date \_\_\_\_\_

11:17 AM

02/28/17

Accrual Basis

# Bigfork Fire District Expenses by Vendor Detail

February 2017

Type	Date	Memo	Amount	Balance
<b>*MShea</b>				
Check	02/01/2017	Jan 2017- 3 calls	48.30	48.30
Total *MShea			48.30	48.30
<b>Associated Employers</b>				
Check	02/16/2017	Reasonable Suspicion Class-January 23rd 2017	660.19	660.19
Total Associated Employers			660.19	660.19
<b>AT&amp;T Mobility</b>				
Check	02/16/2017	Monthly Bill for January 2017	135.07	135.07
Total AT&T Mobility			135.07	135.07
<b>Axmen Propane</b>				
Check	02/16/2017	Jan 2017-- Fill Up price\$.1.88 a gallon	558.94	558.94
Total Axmen Propane			558.94	558.94
<b>Beau S. Brindley</b>				
Check	02/16/2017	Jan 2017-2 trainings	15.00	15.00
Total Beau S. Brindley			15.00	15.00
<b>Bigfork Harvest Foods</b>				
Check	02/16/2017	Tp, glade, sponges, scrub, bleach	21.46	21.46
Total Bigfork Harvest Foods			21.46	21.46
<b>Bigfork Water &amp; Sewer</b>				
Check	02/16/2017	Bigfork hall water and sewer-Jan 2017	143.55	143.55
Check	02/16/2017	Fire hydrant charges-Jan 2017	246.00	389.55
Total Bigfork Water & Sewer			389.55	389.55
<b>Blue Cross &amp; Blue Shield of Montana</b>				
Check	02/01/2017	February 2017-Health Insurance	3,413.45	3,413.45
Check	02/16/2017	Health Insurance for March 2017	3,413.45	6,826.90
Total Blue Cross & Blue Shield of Montana			6,826.90	6,826.90
<b>Charter Communications</b>				
Check	02/16/2017	Phone, Internet 2/15/2017 - 3/14/2017	159.95	159.95
Total Charter Communications			159.95	159.95
<b>Culligan</b>				
Check	02/01/2017	Rental-Feb2017, Jan 2017 water charges	40.50	40.50
Total Culligan			40.50	40.50
<b>Dustin Smith</b>				
Check	02/16/2017	Jan 2017--5-Calls and 2 trainings	95.50	95.50
Total Dustin Smith			95.50	95.50
<b>Emergency Medical Products, Inc.</b>				
Check	02/16/2017	4-Chest Seals	55.80	55.80
Check	02/16/2017	2-Calvicide Gallon	60.98	116.78
Check	02/16/2017	4-Sani Wipes, Cavicide bottle, 6-Kerlix	70.05	186.83
Total Emergency Medical Products, Inc.			186.83	186.83
<b>First Bankcard</b>				
Check	02/16/2017	Apple Cables for Ipads	23.96	23.96
Check	02/16/2017	2 wall chargers for Ipads	25.98	49.94
Check	02/16/2017	Velcro	21.46	71.40
Check	02/16/2017	Mail Certified Year End Reports-1096, W-3, MW3	22.71	94.11
Check	02/16/2017	Blood Glucose strips	35.99	130.10
Check	02/16/2017	Active 911 Subscriptions	282.00	412.10
Check	02/16/2017	Renewal for domain-bigforkfire.com-02/12/2017--02/11/2018	11.99	424.09
Check	02/16/2017	LED Airguard tire pressure monitors	79.09	503.18
Check	02/16/2017	TP, Paper Towels, Coffee, Sponges	115.32	618.50
Total First Bankcard			618.50	618.50
<b>Flathead Electric Co-op Inc.</b>				
Check	02/16/2017	Echo lake Feb 2017-1044500	126.00	126.00
Check	02/16/2017	Woodsbay-Feb 2017-1053813	48.00	174.00
Check	02/16/2017	Bigfork-Feb 2017- 1053814	437.00	611.00
Total Flathead Electric Co-op Inc.			611.00	611.00
<b>Hire Right, LLC</b>				
Check	02/01/2017	Back Ground check on Beau B	166.24	166.24
Total Hire Right, LLC			166.24	166.24
<b>Insty Prints</b>				
Check	02/01/2017	Time Keeping-3 part forms	108.04	108.04
Total Insty Prints			108.04	108.04



11:17 AM

02/28/17

Accrual Basis

# Bigfork Fire District Expenses by Vendor Detail

February 2017

Type	Date	Memo	Amount	Balance
<b>Joseph W. Bakker</b>				
Check	02/01/2017	Jan 2017-17 Calls and 2 trainings/meet	288.70	288.70
Total Joseph W. Bakker			288.70	288.70
<b>KRMC</b>				
Check	02/01/2017	Nov 2016 RX supplies	53.73	53.73
Check	02/01/2017	Dec 2016- Medical Supplies	273.20	326.93
Total KRMC			326.93	326.93
<b>Lindsey Battle</b>				
Check	02/01/2017	Jan 2017- 2 calls, 2 trainings	47.20	47.20
Check	02/16/2017	Reimbursement for EMT-National Registry Application	80.00	127.20
Total Lindsey Battle			127.20	127.20
<b>Mission Accounting, PC</b>				
Check	02/01/2017	457 (b) payroll related questions-*See Email	68.75	68.75
Total Mission Accounting, PC			68.75	68.75
<b>Montana Athletic Club</b>				
Check	02/16/2017	Larson (6), Dustin Smith (18) Lisa Smith (13), Dan Ellwell (5)-Dan Ellwell--Jan 2017	81.00	81.00
Total Montana Athletic Club			81.00	81.00
<b>Municipal Emergency Services</b>				
Check	02/16/2017	4-1/4 Zip duty shirts	196.89	196.89
Total Municipal Emergency Services			196.89	196.89
<b>Napa Auto &amp; Truck Parts</b>				
Check	02/01/2017	Blue Dif, Washer Fluid	34.82	34.82
Total Napa Auto & Truck Parts			34.82	34.82
<b>Norco Inc.</b>				
Check	02/16/2017	Station supplies- compressed gas cylinders-Jan 2017	212.01	212.01
Total Norco Inc.			212.01	212.01
<b>NorthWestern Energy</b>				
Check	02/16/2017	Bigfork-Natural Gas	158.31	158.31
Check	02/16/2017	Woodsbay-Natural Gas	122.41	280.72
Total NorthWestern Energy			280.72	280.72
<b>Occupational Health Services KRH</b>				
Check	02/16/2017	Beau Brindley-workstep eval complete &-drug screen	215.00	215.00
Check	02/16/2017	Tom Pauley-workstep eval complete &-drug screen	215.00	430.00
Total Occupational Health Services KRH			430.00	430.00
<b>Pintler Billing Services</b>				
Check	02/16/2017	January 2017 Billing	1,930.93	1,930.93
Total Pintler Billing Services			1,930.93	1,930.93
<b>Republic Services #889</b>				
Check	02/16/2017	Basic service for 2/1/17 -2/28/17 and Fuel Recovery Fee (.96)	64.81	64.81
Total Republic Services #889			64.81	64.81
<b>Rescue Essentials</b>				
Check	02/01/2017	STS Slishman Traction Splints-Funds Received from Betty Woods EMS Endowment	364.99	364.99
Total Rescue Essentials			364.99	364.99
<b>Sage Payment Solutions</b>				
Check	02/16/2017	June 2016- Credit Card Fees	110.17	110.17
Total Sage Payment Solutions			110.17	110.17
<b>Sliters</b>				
Check	02/16/2017	Toilet Seat, Cleaners	39.17	39.17
Total Sliters			39.17	39.17
<b>Staples Credit Plan</b>				
Check	02/16/2017	Year End W-2, Mouse Pad, Markers, Computer Dust Spray, Label Tape	107.06	107.06
Total Staples Credit Plan			107.06	107.06
<b>US Bank Trust-SpA Lockbox CM9695</b>				
Check	02/01/2017	Principal 342 Loan	10,160.70	10,160.70
Check	02/01/2017	Interest 342 Loan	936.66	11,097.36
Total US Bank Trust-SpA Lockbox CM9695			11,097.36	11,097.36
<b>WEX</b>				
Check	02/16/2017	Fuel Jan 2017	1,026.73	1,026.73
Total WEX			1,026.73	1,026.73
<b>Wind River Digital Networks</b>				

11:17 AM

02/28/17

Accrual Basis

# **Bigfork Fire District Expenses by Vendor Detail**

February 2017

Type	Date	Memo	Amount	Balance
Check	02/01/2017	On-Credit Card-02/20/2017-Voided----Domain Renewal bigforkfire.com- 1 year (2/12/2017--2/11/2...	0.00	0.00
Total Wind River Digital Networks			0.00	0.00
<b>Woods Bay Water</b>				
Check	02/16/2017	Woodsbay Hall water/sewer Jan 2017	48.75	48.75
Total Woods Bay Water			48.75	48.75
<b>Zoll Medical Corp</b>				
Check	02/01/2017	Cable Sleeves for each Ambulance	81.92	81.92
Total Zoll Medical Corp			81.92	81.92
<b>TOTAL</b>			<b>27,560.88</b>	<b>27,560.88</b>

**BIGFORK FIRE DEPARTMENT**

Originated by Cindy Norred

**MAR 01 2017**

Approved By \_\_\_\_\_  
 Chief MA Date 2/28/17  
 Trustee ZA Date \_\_\_\_\_

## **Bigfork Fire Trustee Meeting**

### **Fire Chief's Report**

**March 1, 2017**

#### **Chief's Activity:**

- February 7, Met with GIAP Chief, ref: Airport exercise
- February 7, Met with County Attorneys, ref: FLSA, Policy Issues
- February 7, Met with Chief Page Whitefish, ref: Personnel Scheduling
- February 8, Met with Chiefs Sharr, Mahugh, ref: Mutual Aid, Joint Training
- February 10, Met with AC Campbell Kalispell, ref: Scheduling and FLSA
- February 13, Flathead County Fire Chief's Meeting
- February 14, Trip to Dillon MT, ref: inspect Type 5 Engine
- February 16, CFBB Meeting
- February 26 – March 4 S-290 WildFire Behavior Training

#### **Department Activity:**

- February 2, Fuel Spill
- February 9, Swan Hill Dr. Water Leak
- February 14, Mutual Aid Fire Evergreen
- February 24, Swan Retreat Chimney Fire

#### **Call Statistics**

Month of February	EMS	2016 - 32	2017 - 31
	Fire	2016 - 2	2017 - 9
Year to Date	EMS	2016 - 91	2017 - 86
	Fire	2016 - 10	2017 - 23

#### **Department Issues:**

Policy Manual issues



**Subject:** Accounting question

**From:** Aaron Juhl <aaronj@aehr.org>

**Date:** 2/6/2017 10:37 AM

**To:** Cindy Norred <cnorred@bigforkfire.com>

Cindy,

Good morning, I wanted to close the loop with you on our conversation last week. Our CPA does not want to offer any guidance based off of the information I gave her, there are too many unknowns. Without looking through your books, she wouldn't be able to make these kinds of determinations.

I apologize, but we focus more on human resources functions. Drug and alcohol policies, compensation, leave, simple payroll questions, etc. Our CPA did say that there shouldn't be much of a grey area for this though. Either the taxes are deferred, or they are not. Either you owe tax on the contributions, or you do not. I don't think I painted the best picture for her, but she seems to think your current accountant should be able to figure it out.

Sorry Cindy, hope that helps. Take care.

**Aaron Juhl**

Membership/Insurance Services Specialist – Western Montana

Associated Employers

AE Group Benefit Plan & Trust

Montana Safety Services Council

Associated Management Services

406.248.6178 (office)

406.248.6228 (fax)

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**BIGFORK FIRE DEPARTMENT**

Originated by Aaron Juhl

**MAR 01 2017**

**Approved By**

Chief Mr. [Signature] Date 2/6/2017  
Trustee ZA Date \_\_\_\_\_

**Bigfork Fire District**  
**457(b) Plan - FICA tax requirements**

**Memo:** The District brought to our attention the issue that they had not been paying FICA taxes on their employer contributions to their 457(b) plan. It was indicated that these contributions were potentially subject to FICA taxes, and so the topic was researched and applied to the District. See below.

**Research:**

The following information was taken directly from the IRS website. See link below:

<https://www.irs.gov/government-entities/federal-state-local-governments/government-retirement-plans-toolkit>

The information was also saved directly from the website at WP 1001.

Information has been bolded for emphasis and red text was added by the auditor.

Employer Contributions: Amounts credited to individual employee retirement accounts paid in addition to salary; the employee does not have the option to receive these amounts in cash. These amounts are always tax deferred, because the employee does not have constructive receipt. **Except for section 457(b) deferrals** and section 457(f) contributions, **employer contributions are exempt from FICA.**

Employer contributions to 457(b) plans are tax deferred up to annual limits. **They are subject to FICA when no longer subject to substantial risk of forfeiture.**

Substantial risk of forfeiture. The rights of a person to compensation are subject to substantial risk of forfeiture if such person's rights to such compensation are conditioned upon the future performance of substantial services by any individual.

In other words, once the employer's contributions are 100% vested, they are subject to FICA taxes. Since the IRS does not specify, it is reasonable to assume that they are subject to both the employee and employer portions of FICA taxes.

**Application to the District:**

Cindy inquired with their retirement plan manager, Edward Jones, about the vesting plan of the District's plan. It was discovered that all employer contributions vest 100% immediately. Therefore, all employer contributions the District has made since they started the plan are subject to FICA taxes.

I then had Cindy calculate the total amount of employer contributions made since the plan began in 2005. She came up with \$28,126.81 contributions that were made from 2005 to December 2016. (The District started paying the FICA taxes on contributions in January 2017.)

**Employer Taxes Calculation:**

Total Employer Contributions	\$28,126.81
Employer FICA Tax Rate	7.65%
Employer FICA Tax Unpaid	<b>\$ 2,151.70</b>

**Employee Taxes Calculation:**

Total Employer Contributions	\$28,126.81
Employee FICA Tax Rate	7.65%
Employee FICA Tax Unpaid	<b>\$ 2,151.70</b>

Because the District failed to withhold the employee FICA taxes in the first place, they are liable to repay these as well according to US Code Section 6672: Failure to collect and pay over tax, or attempt to evade or defeat tax.

**Conclusion:** The District's total unpaid tax liability is \$4,303.40.

## Bob Denning

---

**From:** Monica McCurty <Monicam@ppatpa.com>  
**Sent:** Tuesday, February 28, 2017 11:25 AM  
**To:** Bob Denning  
**Subject:** 457(b)

Bob,

I talked to Tony about the 457 Plan and the options they would have. His suggestion would be to set up an Employer Discretionary Plan in addition to the 457. They could then transition the employer contributions to this plan and it would be tax deferred with no FICA on it. This wouldn't address the employee piece, but it would provide a break on the employer contributions.

If you have more questions or need other information, please let me know.

Also, for your scenario, Tony said the Cash Balance proposal would be the best starting point. Once I get the census back, I will work on getting that proposal for you.

**Monica McCurty | Administrator | Panagiotu Pension Advisors, Inc.**

7350 Cirque Drive West, Suite 201, University Place, WA 98467-2241    monicam@ppatpa.com  
Office 253.759.8354 | Fax 253.759.8417 | [www.ppatpa.com](http://www.ppatpa.com) | [www.ppalawgroup.com](http://www.ppalawgroup.com)

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## Government Retirement Plans Toolkit

Retirement plans established for the benefit of governmental employees generally function in ways similar to those covering private employers. However, in many cases, different sections of the Internal Revenue Code determine the tax treatment of these plans. Depending on the statutory basis for the plan and how it operates, employer and employee contributions may be subject to Federal income tax at the time of contribution, or tax-deferred until distributed; and they may be taxable or excluded from social security and Medicare taxes (FICA).

### Public Retirement Systems (FICA Replacement Plans)

Effective July 2, 1991, Congress made social security coverage mandatory for state and local government employees who are neither covered by a Section 218 Agreement nor qualifying participants in a public retirement system. Under this provision, states can provide these mandatorily covered employees with membership in a public retirement system as an alternative to mandatory social security coverage. Employees may also be covered by both a public retirement system and social security under a section 218 Agreement.

A governmental retirement plan must meet certain minimum benefit or contribution standards to qualify as a public retirement system, and thereby serve as a "replacement" plan exempting the participants from mandatory social security coverage. These standards are based solely on meeting a minimum benefit level provided (defined benefit plan), or a minimum amount contributed (defined contribution plan) to the participant. Whether a plan meets the standard to exempt employees from mandatory FICA has no bearing on the rules discussed below, and a public retirement system is not necessarily a "qualified plan" within the meaning of Employee Retirement Income Security Act (ERISA). For a detailed discussion of the requirements for public retirement systems, see Chapter 6 of [Publication 963, Federal-State Reference Guide](#).

### Types of Public Employer Plans

The following types of retirement plans are discussed here (sections refer to the Internal Revenue Code)

- Section 401(a) - Qualified Plan
- Section 403(b) – Annuity for public schools and 501(c)(3) organizations
- Section 457(b) – Nonqualified, eligible deferred compensation plans for state and local governments and tax-exempt organizations
- Section 457(f) – Nonqualified, ineligible deferred compensation plans

Note: After May 6, 1986, state and local governments are not eligible to adopt Section 401(k) plans except for rural cooperatives, Indian tribal entities. Under grandfather provisions, plans established prior to that date may continue to operate and add new participants.

Almost all governmental plans are covered under one of these sections. They are discussed individually below.

### Key Terms and Concepts

The following are some important terms that are used in discussing the features of public employer plans.

**Constructive Receipt:** Under the provisions of sections 451 and 457 of the Internal Revenue Code, generally all amounts employees receive are taxable when received or made available to the employee. However, numerous code sections provide exceptions to either defer or exempt amounts from current employee income. They are discussed below as they apply to governmental plans.

**Employer Contributions:** Amounts credited to individual employee retirement accounts paid in addition to salary; the employee does not have the option to receive these amounts in cash. These amounts are always tax deferred, because the employee does not have constructive receipt. Except for section 457(b) deferrals and section 457(f) contributions, employer contributions are exempt from FICA.

**Tax-Deferred:** Refers to amounts set aside or credited to the employee retirement account are not included in gross income at the time of the transaction. They are included in income when they are distributed to or constructively received by the employee. Generally, they are subject to withholding requirements at that time also.

**Salary Reduction Agreement:** An arrangement that provides for amounts recognized as a cash or deferred election because the employee either (a) elects to reduce cash compensation, or (b) elects to forego an increase in cash compensation.

**Mandatory Employee Contributions:** Amounts deducted from employee salary and credited to a retirement account.

**Employer "Pick-Up" Contributions:** Section 414(h)(2) allows state or local government entities with section 401(a) plans to treat certain contributions designated as employee contributions, but which are "picked up" (paid) by the employer, to be treated as employer contributions, and therefore as exempt from income tax. This does not include contributions made under a salary reduction agreement. For purposes of FICA, the term "salary reduction" relates to amounts treated as an employer contribution under Code §414(h)(2) that would have been included in wages for FICA tax purposes, but for the employer contribution.

#### **Section 401(a) Qualified Plans**

Generally, any public employer may set up a 401(a) plan. Under this plan:

Employer contributions not made pursuant to a salary reduction agreement, but including employer "pick-up" contributions, are deferred from income tax until distribution, and exempt social security and Medicare tax.

Employer contributions made under a salary reduction agreement are deferred from income tax, but are subject to FICA tax.

Employee contributions pursuant to a salary reduction agreement are subject to income tax and FICA.

#### **Section 403(b) Plans**

Plans under IRC section 403(b), also called tax-sheltered annuities, are available to certain employees of public schools, employees of certain tax-exempt organizations, and certain ministers. To maintain a section 403(b) plan, a governmental employer must be a public school of a state, political subdivision of a state, or an agency or instrumentality of one or more of these. Many public school employees are covered by 403(b) plans in addition to social security coverage under section 218.

403(b) plans resemble "qualified" (i.e., 401(k)) plans in many respects. Eligible participants may defer amounts from income tax up to an annual limit (\$18,000 in 2015-2017). This amount may be increased for certain employees with more than 15 years service. In addition, additional tax-deferred "catch-up" contributions may be made to employees age 50 or older.

Employer contributions (within dollar limitations) are tax-deferred and exempt from FICA.

**Employee elective contributions** to 403(b) plans that are considered employer contributions pursuant to a salary reduction agreement are deferred from income tax, but taxable for FICA.

For more information on catch-up contributions to 403(b) plans, see Publication 571.

#### **Section 457(b) Plans**



Section 457 addresses nonqualified plans. Many public employees participate in nonqualified, or section 457, plans. These plans can be established by state and local governments or tax-exempt organizations. If they meet the requirements of IRC section 457(b), they are considered "eligible" plans; if not they are considered "ineligible" and are governed by IRC section 457(f).

Governmental 457(b) plans must be funded, with assets held in trust for the benefit of employees. Plan assets and income of all other eligible plans must remain the property of the employer.

Plans eligible under 457(b) may defer amounts from income tax up to an annual limit (\$18,000 in 2015-2017). In addition, "catch-up" contributions may be made to employees age 50 or older. Social security and Medicare taxes generally apply to all employer and employee contributions. For further information regarding social security and Medicare tax withholding and reporting on amounts deferred into eligible deferred compensation plans, see [Notice 2003-20](#) and the [457\(b\) Contribution Limits](#).

**Employer contributions** to 457(b) plans are tax deferred up to annual limits. They are subject to FICA when no longer subject to substantial risk of forfeiture.

**Substantial risk of forfeiture.** The rights of a person to compensation are subject to substantial risk of forfeiture if such person's rights to such compensation are conditioned upon the future performance of substantial services by any individual.

Section 1.83-3(c)(1) of the regulations provides that whether a risk of forfeiture is substantial or not depends upon the facts and circumstances.

"A substantial risk of forfeiture exists where rights in property that are transferred are conditioned, directly or indirectly, upon the future performance (or refraining from performance) of substantial services by any person, or the occurrence of a condition related to a purpose of the transfer, and the possibility of forfeiture is substantial if such condition is not satisfied."

Section 1.83-3(c)(2) of the regulations point out that requirements that the property be returned to the employer if the employee is discharged for cause or for committing a crime will not be considered to result in a substantial risk of forfeiture.

**Employee elective contributions** are deferred from income tax. They are subject to FICA. However, see [IRS Notice 2003-20](#), VI B, "Timing of social security and Medicare taxes."

### Section 457(f) Plans

Nonqualified state or local government plans that do not meet the tests of 457(b) are ineligible, or 457(f), plans. There is no limit on the annual deferrals on these plans, but to defer taxation all amounts must be subject to substantial risk of forfeiture (see above). Distributions are generally subject to social security and Medicare taxes at the later of the time 1) when the services giving rise to the related compensation are performed, or 2) when there is no substantial risk of forfeiture of the rights to the amounts.

**Employer contributions** to 457(f) plans are includible in income in the year they are no longer subject to any substantial risk of forfeiture. They are subject to income tax withholding in the year they are actually or constructively paid.

**Note:** IRC §457(f)(1)(A) requires that the contributions be included in the gross income of the participant in the first taxable year in which there is no substantial risk of forfeiture, whereas, IRC §3402(a)(1) requires withholding of federal income tax when the contributions are actually or constructively paid. Thus, while the contributions must be reported as income taxable wages on Form W-2 in the first year in which there is no substantial risk of forfeiture, there may be no income tax withholding requirement at that time. Contributions to funded plans (not meeting the requirements of §457(b)) are constructively paid in the "taxable year in which amounts attributable to employer contribution amounts first become nonforfeitable."

IRC 547(e)(11)(A)(i) provides exceptions to the above treatment may apply to plans involving bona fide vacation, sick leave, involuntary severance pay, disability or death benefits. For information on the treatment of severance pay plans, see [Notice 2007-62](#).

457(f) contributions are subject to FICA at the later of:



1. When the services are performed, or
2. When there is no substantial risk of forfeiture and when the amounts are reasonably ascertainable.

### **Form W-2 Reporting**

- Box 1: Income taxable contributions.
- Box 12: Elective salary reduction deferrals to §§401(k), 403(b), 408(k)(6), 408(p); elective deferrals and employer contributions (including nonelective deferrals) to §457(b) unless subject to substantial risk of forfeiture.
- Box 14: Employer may enter the following: (a) nonelective employer contributions made on behalf of an employee, (b) voluntary after-tax contributions that are deducted from an employee's pay, (c) required employee contributions, and (d) employer matching contributions.

### **Resources for Further Information**

[Publication 963, Federal-State Reference Guide](#)

[Publication 571, Tax-Sheltered Annuity Plans \(403\(b\) Plans\)](#)

[Instructions for Forms W-2 and W-3](#)

See also the following IRS web pages:

[IRC 403\(b\) Deferred Compensation Plans](#)

[IRC 457\(b\) Deferred Compensation Plans](#)

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